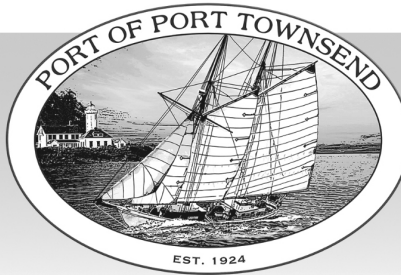


2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



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fax:360-385-3988
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**Regular Commission Meeting
2nd Monthly Meeting Agenda
Wednesday, February 26, 2025, 5:30 p.m.**

**Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, & via Zoom
<https://zoom.us/> – or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password:
911887**

- I. Call to Order / Pledge of Allegiance
 - II. Approval of Agenda
 - III. Public Comments2-4
 - IV. Consent Agenda
 - A. Approval of Workshop and Business Meeting Minutes from February 12, 2025...5-10
 - B. Approval & Ratification of Warrants11-23
 - V. First Reading – none
 - VI. Second Reading
 - VII. Regular Business
 - A. 2025 Pacific Coast Congress of Harbormasters Conference 24-25
 - VIII. Staff Comments
 - IX. Commissioner Comments
 - X. Next Public Workshop and Regular Business Meeting:
Wednesday, March 12, 2025 at 9:30 a.m. Workshop and at 1:00 p.m. Business Meeting at the Pavilion Building & via Zoom

Wednesday and Thursday, March 26/27 10 a.m.-3 p.m. Retreat at the Aero Museum Library
 - XI. Executive Session –Pursuant to RCW 42.30.110(1)(g) to Review the Performance of a Public Employee (15 minutes)
 - XII. Adjournment
- Informational Items 26**
- Contract Update..... 27
 - Commission Meeting Schedule..... 28-30

From: [David Luckenbach](#)
To: [Public Comments](#)
Subject: North Boat Yard Expansion- Comment.
Date: Sunday, February 16, 2025 1:16:46 PM

Subject: Feedback on North Boat Yard Expansion – Fence & Landscaping

Dear Port Commissioners,

I attended, via zoom, the February 7th public workshop on the *North Boat Yard Expansion Design Considerations and Update* and appreciate the opportunity to comment.

Regarding the fence construction and potential landscaping, I strongly support adding greenery, such as vines, to block views into the boatyard. When driving by in its current state, the area usually appears cluttered and unsightly, resembling a poorly maintained construction zone. I realize the fence and vines will only be so high (6' to 12'?) leaving much left to view, it appears to me that most of the mess is at ground level. Without proper landscaping, the view into the boatyard will detract from the intended improvements of the area.

I've attached recent photos for reference. Thank you for considering this input.

Best,

Dave Luckenbach
4435 Petrel St
Port Townsend, WA 98368

Cell - 213.369.7077
Email - luckenbach@mac.com







PORT COMMISSION WORKSHOP MEETING – Wednesday, February 12, 2025

The Port of Port Townsend Commission met for a workshop session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hasse and Hanke with Commissioner Petranek attending remotely
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Connie Anderson
 Director of Capital Projects and Port Engineer Matt Klontz
 Capital Projects Manager Dave Nakagawara
 Capital Projects Administrator Natalie Toews
 Port Recorder Joanna Sanders

I. CALL TO ORDER (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 9:35 a.m.

II. NORTH BOATYARD EXPANSION DESIGN CONSIDERATION AND UPDATE (Rec. 00:00:54)

Director of Capital Projects and Port Engineer Matt Klontz gave a briefing on the timeline for the North Boatyard Expansion. He and Capital Projects Manager Dave Nakagawara responded to Commissioner questions about the SEPA process, including concern over the timeline for the environmental review and appeal process delaying the cutting of the poplars until after spring growth and construction on the expansion.

Staff presented security fencing types as well as recommendations for fencing vegetation. Commission input indicated a preference to have a straight fence type with no vegetation and a gate for fire and yard access. Discussion ensued about design elements and the multi-government partnership and coordination as well as the complications surrounding the Public Infrastructure Funding for the project. The Port's work is anticipated to begin in May with construction in late summer and planting in the fall.

III. BOATYARD STORMWATER PROJECT UPDATE AND DISCUSSION (Rec. 00:40:50)

Director of Capital Projects and Port Engineer Matt Klontz delivered a presentation of existing conditions, including maps of the City's stormwater diversion onto Port property and explanation of the need for separate City and Port stormwater systems. A City/Port interlocal agreement will be coming forward to the Commission outlining the terms of the Port construction funding of the City's stormwater swale and there was Commission interest in documenting how the Port would receive in kind benefit from the City.

Executive Director reported that the construction of the Stormwater Project has begun and the Port will remove the existing restrooms. He spoke about other adaptations given the trail access point at the project site.

IV. PUBLIC COMMENT (Rec. 00:11:49):

There was none.

V. ADJOURNMENT (Rec. 01:14:00)

At 10:40 a.m., the meeting adjourned there being no further business before the Commission.

ATTEST:

Carol L. Hasse, President

Peter W. Hanke, Secretary

Pamela A. Petranek, Vice President

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, February 12, 2025

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hasse and Hanke with Commissioner Petranek attending remotely
 Executive Director Eron Berg
 Deputy Director Eric Toews
 Director of Finance and Administration Connie Anderson
 Capital Projects Manager Dave Nakagawara
 Harbormaster Kristian Ferrero
 Lease and Contracts Administrator Sue Nelson
 Operations Manager Chris Sparks
 Port Recorder Joanna Sanders

I. CALL TO ORDER/PLEDGE OF (Rec. 00:00:00)

Commissioner Hasse called the meeting to order at 1:00 p.m.

II. APPROVAL OF AGENDA (00:00:50)

There were no changes.

III. PUBLIC COMMENTS (Rec. 00:01:28)

There were none.

IV. CONSENT AGENDA (Rec. 00:03:00)

A. Approval of Business Meeting Minutes from January 22, 2025, Special Meeting Minutes of January 29/30, 2025

B. Approval & Ratification of Warrants

Warrant #069528 in the amount of \$9,006.80 is declared Void

Electronic Debit in the amount \$492.30

Warrant #069709 through #069735 in the amount of \$214,369.74

Warrant #069736 through #069757 in the amount of \$93,490.42

Warrant #069758 through #069759 and Warrant #069763 through #069765 in

the amount of \$37,912.00 and Electronic Payment in the total amount of

\$285,596.68

Warrant #069760 through #069762 in the amount of \$32,680.81

Warrant #069766 through #069802 in the amount of \$68,321.71

C. Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Unanimous approval of the consent agenda with the removal to Regular Business of Item D. Resolution 832-25.

V. REGULAR BUSINESS (Rec. 00:03:35)

A. 2024 Annual IDD Levy Financial Report (Rec. 00:03:35)

Director of Finance and Administration Connie Anderson gave the staff report of IDD projects, receipts, and the IDD tax levy. She requested a transfer from IDD to the general fund to cover expenses paid as shown as an attachment in the materials and then fielded several Commission questions about the budget detail.

Unanimous approval of a Motion to approve an IDD Tax Levy Reimbursement Request of \$2,359,979 for Port-wide project work completed.

B. December 2024 Year-to-Date Financial Report (Rec. 00:17:22)

Director of Finance and Administration Connie Anderson gave the overview of Consolidated Financial Report, Informational Memo and Financial Report, Capital Project Expense Report, and Detailed Financial Report.

Staff responded to Commission questions to understand, track and present revenues in the workyard, shipyard operations, and lease revenues. Staff recognized that the financial reporting may be a Retreat discussion topic.

C. Harbormaster Report (Rec. 00:54:28)

Harbormaster Kristian Ferrero reviewed 2024 reporting for the 75/300 ton lift, Boat Haven Transient and Long-Term Tenancy Occupancy, and Point Hudson Parking, transient R/V and Vessel counts by year.

D. Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) (Rec. 01:22:34)

Capital Projects Manager Dave Nakagawara responded to a question with clarification of the Port dollars required to pursue the grant. This is the same resolution as approved last year. The Port and partners would need to raise \$6.25 million. There was Commission interest in receiving regular updates at a workshop about the ongoing work done by the consultant KPF on this grant.

Unanimous approval of a Motion to approve Resolution 832-25 Building Resilient (BRIC) Authorizing Executive Director or Designee to File a Sub-Application with the State of Washington Military Department, Emergency Management Division, for the Purpose of Obtaining and Administering Certain State and Federal Financial Assistance Under the Disaster Recovery Reform Act, Section 1234; Amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act).

VI. STAFF COMMENTS (Rec. 01:47:25)

Deputy Director Eric Toews led the group in a Happy Birthday song to Commissioner Hasse.

Harbormaster Kristian Ferrero reported Brian Eversole and Sailor McIntyre have tendered their resignations. Advertisements are out for CSR I and II positions.

Lease and Contracts Administrator Sue Nelson reported working on airport hangar lease questions. She is still looking for a tenant for the U.S. Customs space. Admiral Ship Supply is now able to expand into the adjacent storage areas. Two of the four storage units in the new Conex box are available to rent.

VII. COMMISSIONER COMMENTS (Rec. 01:51:48)

Commissioner Petranek reported receiving positive comments on the current Port Report focused on the Industrial Development District levy. She, Eron, and Hasse had a good visit to Olympia visiting with Federal and State Representatives. WPPA environment and natural resources funding may be available for removing tire reefs such as at the Short farm. Scott Wilson gave an excellent presentation on the Port History book at Peninsula College.

Commissioners Hasse concurred on the successful trip to the WPPA Port Days in Olympia and Scott Wilson’s excellent presentation. She is participating on a working group for the City’s Shoreline Master Plan as part of the Climate Action Committee. With a focus on climate hazards, a joint project ideas is to mitigate drought conditions with a rainwater collection system. Project funding for the Marine Resource Committee is in jeopardy. Washington Maritime Historic Trust is having an October annual conference in Gig Harbor to engage with the public. The Thunderbird fleet would be good to encourage to be present since they were created there.

VIII. NEXT MEETINGS (Rec. 01:59:00)

Intergovernmental Collaborative Group on Thursday, February 20, 2025 at 5:00 p.m.
Regular Business Meeting on Wednesday, February 26, 2025 at 5:30 p.m.

VIV. EXECUTIVE SESSION: (Rec. 02:00:05)

At 3:10 p.m., the Commission recessed into Executive Session for 10 minutes for the purpose of consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price (RCW 42.30.110(1)(b)). No action would follow.

At 3:21 p.m., the Commission came back into open session.

ADJOURNMENT (Rec. 02:01:27)

At 3:22 p.m., the meeting adjourned there being no further business before the Commission.

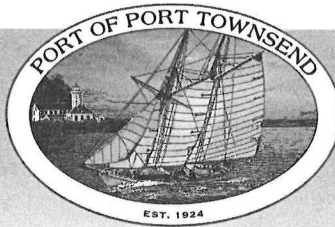
ATTEST:

Peter W. Hanke, Secretary

Carol L. Hasse, President

Pamela A. Petranek, Vice President

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ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at US Bank is approved for payment in the amount of **\$65.15** and from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **16,973.61** **is ratified.**

Signed and Authenticated on this **26th** day of **February, 2025.**

For: **Bank Fees** in the amount of **\$65.15** and Credit Card Fees and Contracted Service Fees in the amount of **\$16,973.61**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And Administration

Port of Port Townsend (PTA)

Bank: K KITSAP BANK

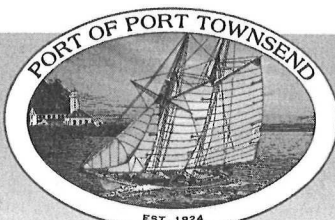
Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001060 CKW00000106001	1/31/2025	MOL010 Molo Inc.			14,230.39
	1/31/2025	14,230.39	0.00		
G/L Account: 761-7700-21		BANK CHARGES: RAMP		90.23	
G/L Account: 761-3100-21		RAMP - CONTRACT SERVICES		4.51	
G/L Account: 721-7700-02		BANK CHARGES: MOOR		4,839.61	
G/L Account: 721-3100-02		CONTRACT SERVICES: MOOR		1,297.66	
G/L Account: 761-7700-17		BANK CHARGES: PROP RENT		440.12	
G/L Account: 761-3100-17		CONTRACT SERVICES: PROP RENT		118.00	
G/L Account: 711-7700-22		BANK CHARGES: JCIA		314.33	
G/L Account: 711-3100-22		CONTRACT SERVICES: JCIA		67.23	
G/L Account: 721-7700-05		BANK CHARGES: WORK YARD		5,441.52	
G/L Account: 721-3100-05		CONTRACT SERVICES: WORK YARD		1,451.16	
G/L Account: 761-7700-20		BANK CHARGES: QUIL		137.31	
G/L Account: 761-3100-20		CONTRACT SERVICES: QUIL		28.71	
Check W000001060 Total:		14,230.39	0.00	14,230.39	14,230.39
W000001061 CKW00000106101	1/31/2025	CAM050 CampLife			2,743.22
	1/31/2025	2,743.22	0.00		
G/L Account: 761-7700-19		BANK CHARGES:P. H. MARINA & RV		2,743.22	
Bank K Total:		16,973.61	0.00	16,973.61	16,973.61

Port of Port Townsend (PTA)

Bank: Q US Bank - Quilcene

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
W000001064 CKW00000106401	1/31/2025	USB050	US Bank - Quilcene			65.15
	1/31/2025		65.15	0.00		
G/L Account:	761-7700-20		BANK CHARGES: QUIL		65.15	
	Bank Q Total:		65.15	0.00	65.15	65.15
	Report Total:		17,038.76	0.00	17,038.76	17,038.76

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Port Townsend, WA 98368



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ELECTRONIC DEBIT – Kitsap Bank

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation of the Port of Port Townsend, that we are authorized to authenticate and certify said claim, and that the Electronic Debit from the Port Checking Account held at Kitsap Bank is approved for payment in the amount of **\$13,069.03 is ratified.**

Signed and Authenticated on this **26th** day of **February**, **2025.**

For: Combined Excise Tax Return – for ***January, 2025***

Commissioner Carol Hasse

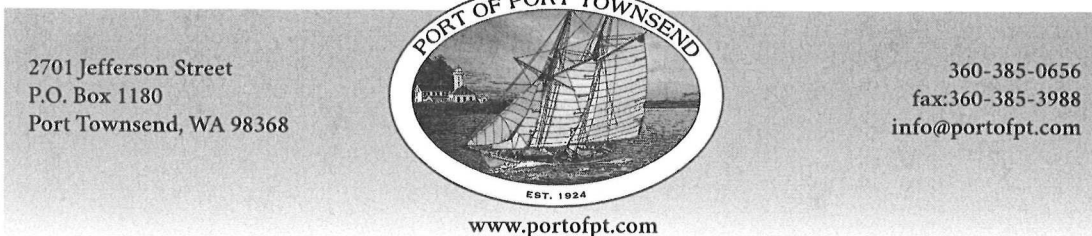
Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Bank: K KITSAP BANK

Check Number/ Invoice Number	Check Date Invoice Date	Vendor Number Invoice Amount	Discount	Distribution Amount	Check Amount
W000001065	2/12/2025	WA0200 Washington State Department of Revenue			13,069.03
Check Comment: January Excise Paid in February CKW00000106502					
	2/12/2025	13,069.03	0.00		
G/L Account:	589-3000-00	SALES/EXCISE TAX REMITTED		4,074.45	
G/L Account:	589-3002-00	HOTEL/MOTEL TAX REMITTED		194.98	
G/L Account:	721-9100-02	LEASEHOLD & EXCISE TAX: MOOR		485.31	
G/L Account:	721-9100-05	LEASEHOLD & EXCISE TAX: WORK YARD		705.74	
G/L Account:	761-9100-17	LEASEHOLD & EXCISE TAX: PROP RENT		1.93	
G/L Account:	761-9100-19	LEASEHOLD & EXCISE TAX: P. H. MARINA & RV		275.33	
G/L Account:	761-9100-20	LEASEHOLD & EXCISE TAX: QUIL		41.38	
G/L Account:	761-9100-21	LEASEHOLD & EXCISE TAX: RAMPS		21.79	
G/L Account:	711-9100-22	LEASEHOLD & EXCISE TAX: JCIA		6.13	
G/L Account:	781-4125-29	OPERATING SUPPLIES: ACCTG		5.00	
G/L Account:	763-6300-20	REPAIR/MAINT: QUIL		300.08	
G/L Account:	723-6300-05	REPAIR/MAINT: SHIP / WORK YARD		2,309.71	
G/L Account:	595-0024-53	CAP OUTLAY-Point Hudson Prkng Update-Materials		1,154.85	
G/L Account:	726-6300-05	Vessel Destruction: WK YD		3,802.30	
G/L Account:	595-0105-53	CAPITAL OUTLAY-PH Duplex Remodel-PH PRP-Materials		577.43	
G/L Account:	595-0008-53	CAPITAL OUTLAY: PH Cupola Building Materials		288.71	
G/L Account:	595-0104-53	CAPITAL OUTLAY: PH Annex Bldg Repair-Materials		288.71	
G/L Account:	595-0102-53	CAPITAL OUTLAY: Short Farm - Projects-Materials		72.80	
G/L Account:	699-9900-99	OTHER NON-OPERATING REVENUES		1,537.60-	
Check W000001065 Total:		13,069.03	0.00	13,069.03	13,069.03
Bank K Total:		13,069.03	0.00	13,069.03	13,069.03
Report Total:		13,069.03	0.00	13,069.03	13,069.03



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No 069803 - 069833 generated on February 13th, 2025 in the amount of \$94,509.89 is ratified.

Signed and Authenticated on this 26th day of February, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

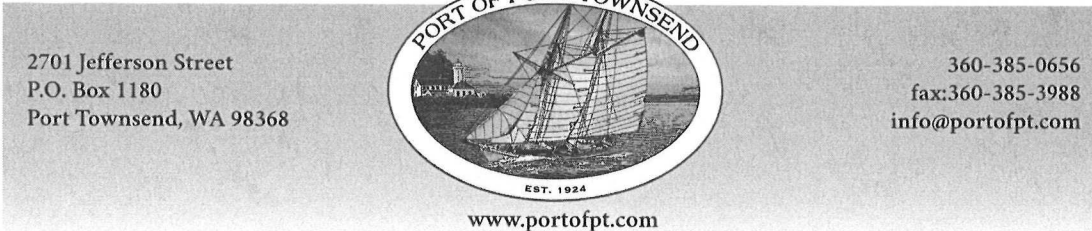
Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069803	2/13/2025	ACI010	Acies Communications LLC				Check Entry Number: 001
			6455	2/6/2025	275.88	0.00	275.88
0000069804	2/13/2025	ADL050	Ironclad Environmental				Check Entry Number: 001
			207985-0022	2/7/2025	2,140.10	0.00	2,140.10
0000069805	2/13/2025	ADM002	Admiral Ship Supply Inc.				Check Entry Number: 001
			1/31/25 STMNT	1/31/2025	108.21	0.00	108.21
0000069806	2/13/2025	BAN005	Bank of America				Check Entry Number: 001
			2/5/25 STATEMENT	2/5/2025	22,342.53	0.00	22,342.53
0000069807	2/13/2025	BOY015	Bert Boyer				Check Entry Number: 001
			REFUND 2/6/2025	2/6/2025	390.00	0.00	390.00
0000069808	2/13/2025	CED005	CED				Check Entry Number: 001
			5948-1065402	2/10/2025	199.11	0.00	199.11
			5948-1065472	2/5/2025	14,875.99	0.00	14,875.99
			5948-1065512	2/5/2025	856.80	0.00	856.80
			59481065542	2/10/2025	7,237.71	0.00	7,237.71
			5948-1065625	1/30/2025	162.95	0.00	162.95
			5948-1065693	2/5/2025	65.51	0.00	65.51
			5948-1065726	1/31/2025	607.66	0.00	607.66
			5948-1065861	2/5/2025	1,523.76	0.00	1,523.76
			5948-1065882	2/5/2025	110.80	0.00	110.80
			5948-1065908	2/7/2025	87.27	0.00	87.27
			5948-1066018	2/10/2025	4,676.86	0.00	4,676.86
			595010253	2/5/2025	1,341.99	0.00	1,341.99
			Check 0000069808 Total:		31,746.41	0.00	31,746.41
0000069809	2/13/2025	CEN030	CenturyLink				Check Entry Number: 001
			2/1/25 STATEMENT	2/1/2025	215.00	0.00	215.00
0000069810	2/13/2025	CIN020	Cintas				Check Entry Number: 001
			5252769902	2/5/2025	322.07	0.00	322.07
0000069811	2/13/2025	CIT001	City Of Port Townsend				Check Entry Number: 001
			1/31/2025 STMNT	1/31/2025	18,891.61	0.00	18,891.61
0000069812	2/13/2025	DLL010	D L Logos				Check Entry Number: 001
			4815	1/30/2025	53.99	0.00	53.99
0000069813	2/13/2025	DOU010	Double D Electric Inc.				Check Entry Number: 001
			910000	2/5/2025	329.68	0.00	329.68
0000069814	2/13/2025	ECO040	EcoLube Recovery LLC				Check Entry Number: 001
			13519010825	1/8/2025	89.00	0.00	89.00
0000069815	2/13/2025	FER001	Ferrellgas				Check Entry Number: 001
			50090901077	1/26/2025	761.20	0.00	761.20
0000069816	2/13/2025	GLO003	Global Diving & Salvage, Inc				Check Entry Number: 001
			157049	1/31/2025	1,893.19	0.00	1,893.19
0000069817	2/13/2025	JC0003	Jefferson County - Public Work				Check Entry Number: 001
			1/2025 STMNTS	2/3/2025	568.31	0.00	568.31
0000069818	2/13/2025	LEM040	Lemay Mobile Shredding				Check Entry Number: 001
			4873374S185	2/1/2025	17.11	0.00	17.11
0000069819	2/13/2025	LES050	Les Schwab				Check Entry Number: 001
			37900644745	2/6/2025	230.70	0.00	230.70
0000069820	2/13/2025	MAC070	MacLeod Reckord PLLC				Check Entry Number: 001
			INV-9420	2/10/2025	4,505.00	0.00	4,505.00
0000069821	2/13/2025	MAL045	Mallory Paint Store				Check Entry Number: 001
			Z0237111	2/6/2025	120.21	0.00	120.21

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069822	2/13/2025	MUR002	Murrey's Disposal Co. Inc.				Check Entry Number: 001
			8472846S112	2/1/2025	601.00	0.00	601.00
			8472863S112	2/1/2025	3,035.73	0.00	3,035.73
			Check 0000069822 Total:		<u>3,636.73</u>	<u>0.00</u>	<u>3,636.73</u>
0000069823	2/13/2025	NOR098	Northwest School of Wooden Boatbuilding				Check Entry Number: 001
			2022-534	2/11/2025	631.82	0.00	631.82
0000069824	2/13/2025	OLY001	Olympic Equipment Rentals Inc				Check Entry Number: 001
			2502-037713	2/7/2025	49.10	0.00	49.10
			2502-037717	2/7/2025	70.92	0.00	70.92
			Check 0000069824 Total:		<u>120.02</u>	<u>0.00</u>	<u>120.02</u>
0000069825	2/13/2025	OLY002	HD Supply Formerly Home Depot Pro				Check Entry Number: 001
			846526242	1/22/2025	596.45	0.00	596.45
			847732104	1/29/2025	1,407.41	0.00	1,407.41
			847732112	1/29/2025	54.74	0.00	54.74
			Check 0000069825 Total:		<u>2,058.60</u>	<u>0.00</u>	<u>2,058.60</u>
0000069826	2/13/2025	OLY003	Olympic Springs, Inc.				Check Entry Number: 001
			01312025 STMNT	1/31/2025	19.58	0.00	19.58
			1/31/25 STATEMENT	1/31/2025	109.90	0.00	109.90
			Check 0000069826 Total:		<u>129.48</u>	<u>0.00</u>	<u>129.48</u>
0000069827	2/13/2025	PET020	Peters Marine Services				Check Entry Number: 001
			551023	2/10/2025	1,043.86	0.00	1,043.86
0000069828	2/13/2025	PIN010	Pinnacle Investigations Corp				Check Entry Number: 001
			97682	2/9/2025	43.25	0.00	43.25
0000069829	2/13/2025	PUD005	PUD #1 of Jefferson County				Check Entry Number: 001
			2/4/25 STMNT	2/4/2025	20.17	0.00	20.17
			2/5/2025 STMNTS	2/5/2025	180.00	0.00	180.00
			2/5/25 STMNT	2/5/2025	105.00	0.00	105.00
			Check 0000069829 Total:		<u>305.17</u>	<u>0.00</u>	<u>305.17</u>
0000069830	2/13/2025	SUN020	Sunrise Coffee				Check Entry Number: 001
			20250122	2/7/2025	66.15	0.00	66.15
0000069831	2/13/2025	SUQ040	Suquamish Seafoods				Check Entry Number: 001
			REFUND 2/6/25	2/6/2025	845.76	0.00	845.76
0000069832	2/13/2025	SWA060	Paul Swanson				Check Entry Number: 001
			REFUND 2/5/25	2/5/2025	128.85	0.00	128.85
0000069833	2/13/2025	TOP020	Topcon Solutions				Check Entry Number: 001
			278453	2/10/2025	500.00	0.00	500.00
			Report Total:		<u>94,509.89</u>	<u>0.00</u>	<u>94,509.89</u>



WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **069834** generated on February 14th, 2025 in the amount of **\$10,609.00 is ratified.**

Signed and Authenticated on this **26th** day of **February**, 2025.

For: Accounts Payable

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

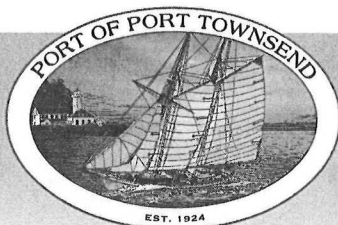
Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069834	2/14/2025	ECO002	EDC Team Jefferson 2310	2/14/2025	10,609.00	0.00	10,609.00
				Report Total:	<u>10,609.00</u>	<u>0.00</u>	<u>10,609.00</u>

Check Entry Number: 001

2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



360-385-0656
fax:360-385-3988
info@portofpt.com

www.portofpt.com

WARRANT/ELECTRONIC PAYMENT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations against the Port of Port Townsend, that we are authorized to authenticate and certify to said claim and that payment of these claims, in Warrant No 069835 through No. 069837 generated on February 18, 2025 in the amount of \$5919.53 and Electronic Payment in the amount of \$137,386.33, for a total amount of \$143,305.86 is **ratified.**

Signed and Authenticated on this 26th day of February, 2025.

For: Payroll and Benefits

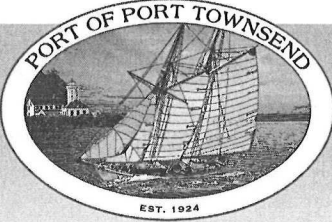
Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance And
Administration

2701 Jefferson Street
P.O. Box 1180
Port Townsend, WA 98368



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fax:360-385-3988
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www.portoft.com

WARRANT APPROVAL

We, the undersigned, as Commissioners and Auditing Officer of the Port of Port Townsend, in Jefferson County, Washington, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claims is a just, due and unpaid obligation of the Port of Port Townsend, that I am authorized to authenticate and certify to said claim and that this claim, in Warrant No **069838 - 069872** generated on February 20th, 2025 in the amount of **\$187,158.04 is ratified.**

Signed and Authenticated on this **26th** day of **February**, 2025.

For: **Accounts Payable**

Commissioner Carol Hasse

Commissioner Pam Petranek

Commissioner Pete Hanke

Connie Anderson, Director of
Finance and Administration

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
000069838	2/20/2025	A1C050	Tipco Technologies K83740-001	1/29/2025	99.28	0.00	99.28 Check Entry Number: 001
000069839	2/20/2025	AHB040	AHBL, Inc. 150274	1/31/2025	22,243.75	0.00	22,243.75 Check Entry Number: 001
000069840	2/20/2025	AMU040	Kris Amundson REFUND 12/31/24	12/31/2024	11.00	0.00	11.00 Check Entry Number: 001
000069841	2/20/2025	AND045	Lynne Anderson REFUND 12/31/24	12/31/2024	11.00	0.00	11.00 Check Entry Number: 001
000069842	2/20/2025	CED005	CED 5948-1066153 5948-1066198	2/12/2025 2/12/2025	900.54 310.79	0.00 0.00	900.54 310.79 Check Entry Number: 001
Check 000069842 Total:					1,211.33	0.00	1,211.33
000069843	2/20/2025	CEN010	Central Welding Supply 0002298090	2/7/2025	187.01	0.00	187.01 Check Entry Number: 001
000069844	2/20/2025	CEN035	CenturyLink 2/9/25 STMNTS	2/9/2025	379.43	0.00	379.43 Check Entry Number: 001
000069845	2/20/2025	CLA025	Cole Clancey REFUND 2/11/25	2/11/2025	970.42	0.00	970.42 Check Entry Number: 001
000069846	2/20/2025	COA050	Mott MacDonald 507512651 507512652	2/12/2025 2/12/2025	34,007.38 692.82	0.00 0.00	34,007.38 692.82 Check Entry Number: 001
Check 000069846 Total:					34,700.20	0.00	34,700.20
000069847	2/20/2025	COW020	Cowling and Co LLC 1594	10/31/2024	10,076.20	0.00	10,076.20 Check Entry Number: 001
000069848	2/20/2025	DES020	Dean Desilet REFUND 12/31/2025	12/31/2025	11.00	0.00	11.00 Check Entry Number: 001
000069849	2/20/2025	FAS020	Fastenal WAPOR98013 WAPOR98160	1/15/2025 2/12/2025	144.04 157.10	0.00 0.00	144.04 157.10 Check Entry Number: 001
Check 000069849 Total:					301.14	0.00	301.14
000069850	2/20/2025	GAR010	Bruce Gary REFUND 12/31/24	12/31/2024	18.56	0.00	18.56 Check Entry Number: 001
000069851	2/20/2025	GOO002	Good Man Sanitation CR061515	2/12/2025	186.29	0.00	186.29 Check Entry Number: 001
000069852	2/20/2025	JOH060	Laurie Johnson REFUND 12/31/24	12/31/2024	11.00	0.00	11.00 Check Entry Number: 001
000069853	2/20/2025	KEN020	Kennedy Jenks 177753	2/6/2025	9,914.98	0.00	9,914.98 Check Entry Number: 001
000069854	2/20/2025	KIT020	Kitsap County MRW Fund 5417	1/22/2025	53.41	0.00	53.41 Check Entry Number: 001
000069855	2/20/2025	KPF050	KPFF 552823	2/14/2025	15,492.25	0.00	15,492.25 Check Entry Number: 001
000069856	2/20/2025	KUS050	Louis Kustin REFUND 12/31/24	12/31/2024	11.00	0.00	11.00 Check Entry Number: 001
000069857	2/20/2025	MAH055	Mark Maher REFUND 12/31/24	12/31/2024	8.98	0.00	8.98 Check Entry Number: 001
000069858	2/20/2025	MON045	James Monroe REFUND 12/31/24	12/31/2024	11.00	0.00	11.00 Check Entry Number: 001
000069859	2/20/2025	OLY035	Olympic Peninsula Communications LLC 51	2/13/2025	2,643.75	0.00	2,643.75 Check Entry Number: 001

Port of Port Townsend (PTA)

Bank Code: W - WARRANTS PAYABLE							
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
0000069860	2/20/2025	PAC045	Pacific JCB				
			SI173757	2/14/2025	16,250.45	0.00	16,250.45
							Check Entry Number: 001
0000069861	2/20/2025	PEN005	Peninsula Fire				
			74913	2/12/2025	1,991.03	0.00	1,991.03
			74914	2/12/2025	1,526.08	0.00	1,526.08
			74915	2/12/2025	163.60	0.00	163.60
			Check 0000069861 Total:		3,680.71	0.00	3,680.71
0000069862	2/20/2025	PER080	Tony Perucca				
			REFUND 12/31/24	12/31/2024	11.00	0.00	11.00
							Check Entry Number: 001
0000069863	2/20/2025	PET025	Petrick Lock & Safe				
			22514	2/18/2025	586.69	0.00	586.69
							Check Entry Number: 001
0000069864	2/20/2025	POR065	Port of Port Townsend				
			FREDERICKSON	2/14/2025	2,655.15	0.00	2,655.15
			KISLER	2/14/2025	1,467.21	0.00	1,467.21
			KOVACEVICH	2/14/2025	7,175.10	0.00	7,175.10
			MILLS	2/14/2025	778.59	0.00	778.59
			Check 0000069864 Total:		12,076.05	0.00	12,076.05
0000069865	2/20/2025	PRI001	The Printery				
			1/2025	2/6/2025	911.74	0.00	911.74
							Check Entry Number: 001
0000069866	2/20/2025	PUD005	PUD #1 of Jefferson County				
			2/11/25 STMNT	2/11/2025	49.61	0.00	49.61
			2/11/25 STMNTS	2/11/2025	35,717.44	0.00	35,717.44
			Check 0000069866 Total:		35,767.05	0.00	35,767.05
0000069867	2/20/2025	REI002	Reid Middleton Co				
			2502068	2/14/2025	16,159.75	0.00	16,159.75
							Check Entry Number: 001
0000069868	2/20/2025	RIP040	Justin Ripkin				
			REFUND 12/31/24	12/31/2024	6.00	0.00	6.00
							Check Entry Number: 001
0000069869	2/20/2025	SHE060	Nathan Sherwood				
			2/2025 EXP	2/20/2025	10.00	0.00	10.00
							Check Entry Number: 001
0000069870	2/20/2025	SHU065	Randy Shuman				
			REFUND 12/31/25	12/31/2025	11.00	0.00	11.00
							Check Entry Number: 001
0000069871	2/20/2025	TUC080	Tom Tucci				
			REFUND 12/31/2024	12/31/2024	11.00	0.00	11.00
							Check Entry Number: 001
0000069872	2/20/2025	UPT020	Uptown Auto Body Rebuild, Inc				
			1/29/25	1/29/2025	3,123.62	0.00	3,123.62
			Report Total:		187,158.04	0.00	187,158.04

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 26, 2025
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input checked="" type="checkbox"/> Regular Business <input type="checkbox"/> Informational
AGENDA TITLE	2025 Pacific Coast Congress of Harbormasters Conference
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	Informational Memo

Motion to authorize staff to contract with PSE to charter *Saratoga* for use during the PCC conference on April 16th.

PORT OF PORT TOWNSEND

AGENDA MEMO

DATE: 2/26/2025
TO: Commission
FROM: Eron Berg, Executive Director
SUBJECT: 2025 Pacific Coast Congress of Harbormasters Conference

ISSUE: Should the Commission authorize staff to contract with Puget Sound Express (PSE) for a boat charter to support the 2025 Pacific Coast Congress of Harbormasters Conference?

BACKGROUND: The 2025 Pacific Coast Congress of Harbormasters Conference is scheduled for April 14-16 in Port Townsend. As the “hosting” port, we have a significant amount of time on the afternoon of the 16th to show off port facilities and staff would like to do so aboard PSE’s Saratoga. Because Commissioner Hanke owns PSE, the code of ethics for municipal officers applies to the transaction (Chapter 42.23 RCW).

Generally, RCW 42.23.030 precludes municipal officers (e.g., port commissioners) from contracting with the municipalities they serve. However, RCW 42.23.030(6)(a) creates a limited exemption, and allows contracts that benefit a municipal officer, provided the total amount does not exceed \$3,000 in any calendar month. The statute requires that Commissioner Hanke fully disclose the contract interest to the Port Commission, recuse himself from the Commission’s vote, and that the meeting minutes disclose Commissioner Hanke’s contract interest and the fact that he did not participate in the vote.

DISCUSSION: For the hosting port tour, we are proposing to board the attendees onto Saratoga at Point Hudson, tour Point Hudson and the Port Townsend waterfront, land at the Boat Haven for a walking tour of the yard, reboard and transit to Hadlock for a walking tour of the Boat School, followed by a return to Point Hudson. We will be showing approximately 75 harbormasters and marina managers from four+ states around and believe PSE’s help will significantly improve our showcase.

FISCAL IMPACT: \$1,500

ATTACHMENTS: N/A

RECOMMENDATION: Motion to authorize staff to contract with PSE to charter Saratoga for use during the PCC conference on April 16th.

PORT OF PORT TOWNSEND

AGENDA COVER SHEET

MEETING DATE	February 26, 2025
AGENDA ITEM	<input type="checkbox"/> Consent <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Regular Business <input checked="" type="checkbox"/> Informational
AGENDA TITLE	Informational Items
STAFF LEAD	Eron Berg, Executive Director
REQUESTED	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Motion/Action <input type="checkbox"/> Discussion
ATTACHMENTS	<ul style="list-style-type: none"> • Contract Update • Commission Meeting Schedule

PORT OF PORT TOWNSEND INFORMATIONAL MEMO

DATE: February 21, 2025

TO: Commissioners

FROM: Sue Nelson, Lease & Contracts Administrator

CC: Eron Berg, Executive Director

SUBJECT: **February 26, 2025, Commission Meeting** – Commission Update: New/Amended Contracts of \$100,000 or less, Approved by Executive Director Eron Berg, per Delegation of Authority Resolution No. 835-25

Name	Dates	Description	Amount Not to Exceed:
Associated Earth Sciences, Inc.	2/4/2025-12/31/2025	Geotechnical report for BY Stormwater Project	\$28,950.00
Associated Earth Sciences. Inc.		Amend 1 adds specified add'l services/incr. contract amount	\$28,950.00 \$33,650.00

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Date/Time		Item/Topic	Location	Absent
Wed., Feb 26 5:30 pm	Meeting	Res. Adopting a Non-Discrimination Grievance Procedure under Title II and VI and Designating a Coordinator	Pav	CH- remote attendance
Wed., Mar 12 9:30 am	Workshop	Quarterly Capital Improvement Project Briefing Commercial Basin Layout	Pav	PH
Wed., Mar 12 1 pm	Meeting	Adopting a Non-Discrimination Grievance Program/Procedure under Title II and VI and Designating a Coordinator January 2025 Year to Date Financials Commanders Beach House Lease Harbormaster Report Contract/Lease Update	Pav	PH
Wed., Mar. 26	Meeting	Tentatively Cancelled	Pav.	
Wed/Thurs March 26/27 10am-3pm	Retreat		Aero Museum Library 105 Airport Road, PT	
Wed., Apr 9 9:30 am	Workshop		Pav	
Wed., Apr 9 1 pm	Meeting	February 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Wed., April 23 5:30 pm	Meeting		Pav	
Wed, May 7 9:30 am	Workshop	Pavilion Bldg., Point Hudson	Pav	
Wed, May 7 1pm	Meeting	March 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Wed/Fri., May 14-16		WPPA Spring Meeting	Davenport, Spokane, WA	
Thurs., May 15 - 5:00 pm	Meeting	Intergovernmental Collaborative Group (Conflict for Commissioners)	Pav	
Mon., May 26		<i>Holiday -Port Offices Closed</i>		
Wed., May 28 5:30 pm	Meeting		Pav	

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Fri., July 4		<i>Holiday -Port Offices Closed</i>		
Wed., Jun 11 9:30 am	Workshop		Pav	
Wed., Jun 11 1 pm	Meeting	April 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Thurs., Jun 19		<i>Holiday – Port Offices Closed</i>		
Wed., Jun 25 5:30 pm	Meeting		Pav	
June 25-27		WPPA Finance and Administration Meeting	Marcus Whitman, Walla Walla	
Wed., July 9 9:30 am	Workshop		Pav	
Wed., Jul 9 1 pm	Meeting	May 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Mon-Wed. July 21-23		WPPA Commissioners' Seminar	Semiahmoo, Blaine, WA	
Wed., Aug. 13 9:30 am	Workshop		Pav	
Wed., Aug. 13 1 pm	Meeting	June 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Mon., Sept. 1		<i>Holiday -Port Offices Closed</i>		
Wed., Sep 10 9:30 am	Workshop		Pav	
Wed., Sep. 10 1 pm	Meeting	July 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Thur., Sep. 18		Intergovernmental Collaborative Group	Pav	
Wed., Sep. 24 5:30 pm				
Thurs. Sep. 25 - 4-9pm		Port Boat Yard BBQ (potential quorum)		

**Port of Port Townsend
Upcoming Commission Meetings Calendar 2025 (Tentative Agenda Items)**

Sept. 25/26		WPPA Environmental Seminar	Alderbrook Resort, Union	
Wed., Oct. 8 13 9:30 am	Workshop		Pav	
Wed., Oct. 8 1 pm	Meeting	August 2025 Year to Date Financials Harbormaster Report Contract/Lease Update	Pav	
Wed., Oct. 22 5:30 pm				
Wed. Oct. 23/24		WPPA Small Ports Seminar (No Commissioners Attending)	Campbell's Resort, Chelan	
Tues., Nov. 11		<i>Holiday -Port Offices Closed</i>		
Wed., Nov. 12 9:30 am	Workshop		Pav	
Wed., Nov. 12 - 1 pm	Meeting	Contract/Lease Update	Pav	
Wed-Fri Nov. 19/21		WPPA Annual Meeting	Marriott, Tacoma	
Tues., Nov. 25 - 1 pm	Meeting		Pav	
Th/Fri. Nov. 27/28		<i>Holiday -Port Offices Closed</i>		
Thurs., Dec. 4 5pm		Intergovernmental Collaborative Group (Confirm Date)	Pav	
Wed., Dec. 10 9:30 am	Workshop		Pav	
Wed., Dec. 10 1 pm	Meeting	Contract/Lease Update	Pav	
Wed/Thurs. Dec. 24-25		<i>Holiday -Port Offices Closed</i>		